

POSITION DESCRIPTION: SECRETARY

- Records minutes at each monthly general meeting.
- E-mails previous month's minutes to all of ICCW at least three days prior to the next monthly meeting.
- Brings extra copies of minutes to each meeting and presents minutes for approval.
- Records changes in final draft of minutes.
- Records minutes at each planning subcommittee meeting.
- E-mails previous month's minutes to planning subcommittee before each monthly meeting.
- Brings extra copies of planning minutes to each subcommittee meeting and presents for approval.
- If unable to attend either meeting, secures substitute minute-taker.
- Serves as the website liaison for ICCW site and MINE; gives material for posting to DOT website coordinator and verifies its placement.
- Per bylaws, leads meetings in absence of chair and vice chair.
- Updates and maintains the ICCW membership roster.
- Distributes and collects sign-in sheet at each general meeting; tracks attendance.
- Keeps copies of all minutes in a notebook.
- Passes on secretary's binder to new secretary on or before September 1 of each year.
- Attends monthly planning subcommittee meetings and monthly meetings of the committee of the whole.